SAM II HR/PAYROLL
PAYROLL PROCESSING SCHEDULE

PAY CYCLE	PAY CYCLE DATES	GUARANTEED APPROVAL DATE FOR TRANSACTIONS (1)	TIME & LEAVE ENTRY (2)	DIRECT DEPOSIT FORMS and T&L INTERFACES DUE 9:00 a.m. (3)	PRELIM GTN RUN BEGINS 6:00 p.m. (4)	REGULAR GTN/GL INTERFACE (5)	ON-LINE AVAILABLE 7:00 a.m. (6)	CHECKS AVAILABLE	CHECK DATE
					Down 6:00 pm		**Up 7:00 am**		
Apr Trans/Mar Supp Cycle	Transition Group 3	04/03/01	04/01/01 to 04/06/01	---	04/06/01	04/09/01	04/10/01	04/12/01	04/16/01
Apr 2001 Pay Cycle 1	04/01/01 to 04/15/01	04/16/01	04/01/01 to 04/20/01	04/19/01	04/20/01	04/23/01	04/24/01	04/26/01	04/30/01
Apr 2001 Pay Cycle 2	04/16/01 to 04/30/01	05/01/01	04/16/01 to 05/07/01	05/04/01	05/07/01	**05/08/01**	05/09/01	05/11/01	05/15/01
May 2001 Pay Cycle 1	5/1/2001 to 05/15/01	05/16/01	05/01/01 to 05/22/01	05/21/01	05/22/01	05/23/01	05/29/01	05/29/01	05/31/01
May 2001 Pay Cycle 2	05/16/01 to 05/31/01	06/01/01	05/16/01 to 06/07/01	06/06/01	06/07/01	06/08/01	06/11/01	06/13/01	06/15/01
Jun 2001 Pay Cycle 1	06/01/2001 to 06/15/01	06/16/01	06/01/01 to 06/20/01	06/20/01	06/20/01	06/21/01	06/22/01	06/27/01	06/29/01
Jun 2001 Pay Cycle 2	06/16/01 to 06/30/01	07/01/01	06/16/01 to 07/07/01	07/06/01	07/07/01	07/09/01	07/10/01	07/12/01	07/16/01
July 2001 Pay Cycle 1	07/01/01 to 07/15/01	07/16/01	07/01/01 to 07/23/01	07/20/01	07/23/01	07/24/01	07/25/01	07/27/01	07/31/01
July 2001 Pay Cycle 2	07/16/01 to 07/31/01	08/01/01	07/16/01 to 08/07/01	08/06/01	08/07/01	08/08/01	08/09/01	08/13/01	08/15/01
Aug 2001 Pay Cycle 1	08/01/01 to 08/15/01	08/16/01	08/01/01 to 08/23/01	08/22/01	08/23/01	08/24/01	08/25/01	08/29/01	08/31/01
Aug 2001 Pay Cycle 2	08/16/01 to 08/31/01	09/01/01	08/16/01 to 09/06/01	09/05/01	09/06/01	09/07/01	09/08/01	09/12/01	09/14/01
Sept 2001 Pay Cycle 1	09/01/01 to 09/15/01	09/16/01	09/01/01 to 09/20/01	09/19/01	09/20/01	09/21/01	09/22/01	09/26/01	09/28/01
Sept 2001 Pay Cycle 2	09/16/01 to 09/30/01	10/01/01	09/16/01 to 10/04/01	10/03/01	10/04/01	10/05/01	10/06/01	10/11/01	10/15/01
Oct 2001 Pay Cycle 1	10/01/01 to 10/15/01	10/16/01	10/01/01 to 10/23/01	10/22/01	10/23/01	10/24/01	10/25/01	10/29/01	10/31/01
Oct 2001 Pay Cycle 2	10/16/01 to 10/31/01	11/01/01	10/16/01 to 11/06/01	11/05/01	11/06/01	11/07/01	11/09/01	11/13/01	11/15/01
Nov 2001 Pay Cycle 1	11/01/01 to 11/15/01	11/16/01	11/01/01 to 11/20/01	11/19/01	11/20/01	11/21/01	11/22/01	11/28/01	11/30/01
Nov 2001 Pay Cycle 2	11/16/01 to 11/30/01	12/01/01	11/16/01 to 12/06/01	12/05/01	12/06/01	12/07/01	12/08/01	12/12/01	12/14/01
Dec 2001 Pay Cycle 1	12/01/01 to 12/15/01	12/16/01	12/01/01 to 12/20/01	12/19/01	12/20/01	12/21/01	12/22/01	12/27/01	12/31/01
Dec 2001 Pay Cycle 1	12/16/2001 to 12/31/01	01/01/01	12/16/01 to 01/07/02	01/04/02	01/07/02	01/08/02	01/09/02	01/11/02	01/15/02

(1) Position and Appointment Transactions (PSMTs and ESMTs) should be submitted as soon as the information to complete the transaction is known!
   Transactions submitted after the Guaranteed Approval Date requiring OA Personnel action may not be processed in time for the Paycycle GTN Run.
(2) Note that system down time in the shaded columns overlap with the Time & Leave Entry period for the next pay cycle. As an example, for the November 2001 Pay
   Cycle 2 the system will be down from 6:00 p.m. 12/06/01 until 7:00 a.m. 12/08/01. This overlaps with the Time and Leave Entry dates of the December 2000 Pay Cycle 1.
(3) Direct deposit information must be submitted to OA Accounting as Agencies receive the information or no later than 9:00 a.m. of this date to assure proper processing.
(4) The HR/Payroll System will be UNAVAILABLE TO AGENCIES from 6:00 p.m. this date until 7:00 a.m. of the "ON LINE AVAILABLE" date.
(5) GL Interface is the process where the Journal Vouchers get posted to the Financial System. To assure proper processing, the applicable Federal drawdowns and deposits mus
   be accepted into the Financial System prior to this date.
(6) NOTE: The State Treasurer's Office will receive checks & direct deposit advices on the "ONLINE AVAILABLE" dates listed above.
   The FINAL DEADLINE for return delivery is 5:00 pm the working day PRIOR to the "Checks Available" date shown above.